

## Batch Cover Sheet for Homeowner's Principal Residence Exemption Forms

Issued under authority of Public Act 267 of 1994.

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This cover sheet is provided for transmittal of principal residence exemption forms to the Department of Treasury after you have noted them in your tax records. Photocopy this cover sheet as needed and use it to transmit all types of principal residence exemption forms to Treasury. Separate the forms by type, place a separate cover sheet over each type of form and check the appropriate box.

To reduce the number of mailings, **forward all forms received in a quarter to Treasury on the 15th of April, July, October and January.**

If you question the eligibility of a property, deny or approve the exemption and note your concern directly on the form (do not use separate notes or attachments). Group questionable forms separately and check the appropriate box indicating forms with other problems. Include in the group any forms with correspondence from the homeowner that Treasury should review.

It is not necessary to separate forms without signatures or Social Security numbers; these forms can be considered "problem-free."

**Note: If your county does the assessing for your local unit, forward this batch cover sheet to the county.**

City or Township Name (only one local unit per form)	<b>Assessors handling more than one local unit must separate forms by local unit.</b>
County Name	Revenue Sharing Code

Form 2368, *Homeowner's Principle Residence Exemption Affidavit*

- B. ☐ Problem-free affidavits  
C. ☐ Affidavits with problems

Form 2602, *Request to Rescind Homeowners Principal Residence Exemption*

- L. ☐ Rescinds

Form 2742, *Notice of Denial of Homeowner's Principal Residence Exemption*

- M. ☐ Local (City/Township)

Form 2599, *Claim for Farmland Exemption from Some School Operating Taxes*, should **not** be forwarded to Treasury. It is under the jurisdiction of the local assessor.

Form 4075, *Notice of Denial of Homeowner's Principal Residence Exemption*

- N. ☐ County

**MAILING INSTRUCTIONS:** If you are using the U.S. Postal Service, use the "mail to" address. If you are using UPS or other delivery or courier system, use the "ship to" address.

**MAIL TO:**  
Principal Residence Affidavits  
Michigan Department of Treasury  
P.O. Box 30447  
Lansing, MI 48909

**SHIP TO:**  
Principal Residence Affidavits  
Michigan Department of Treasury  
430 W. Allegan  
Lansing, MI 48922